



| 12 Hrs. | Office Assistant | Intern (Paid) | Job Description |
|----------------------|------------------------------------|-----------------|-------------------------------|
| Direct Report | Executive Assistant / Town Manager | Grade | Seasonal Grade 3 9.77 – 12.14 |
| Department | Administrative Services | FLSA | Non-Exempt |
| Division | Administrative Services | Bargaining Unit | Non- Union |
| Date | August 2015 | Location | Town Hall |

Summary

The Office Assistant performs a variety of routine clerical, secretarial and administrative tasks in keeping official records and providing administrative support to the Administrative Services Department staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs routine clerical and administrative tasks including but not limited to scanning, filing, answering incoming calls, providing customer assistance, and data processing.
2. Operates offices equipment including scanners, copiers, fax machines, computers, printers, etc.
3. Processes mail for Administrative Services Department.
4. Assists in office supplies inventories and ordering.
5. Other administrative duties may be assigned according to demonstrated abilities.

Peripheral Duties

1. None

Supervisory Responsibility

1. This position has no supervisory responsibilities.

Competencies

| | | |
|------------------------|-------------------------------|--------------|
| Personal Effectiveness | Credibility / Confidentiality | Thoroughness |
| Collaborative Skills | Communication Proficiency | Flexibility |

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and utilizes the typical office storage equipment such as file cabinets, shelving, desks, etc.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Work Hours

This is a part time position with flexible hours estimated at 12 hours per week Monday through Thursday.

Office Assistant Cont.

Minimum Qualifications

1. Enrolled in an honors program in High School or graduation from High School or GED equivalent with some office training.
2. 1 year general office experience
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Additional Knowledge, Skills and Abilities:

1. Working knowledge of office practices including; filing, customer service, computer operation, etc.
2. Ability to establish and maintain professional working relationships with staff, supervisors and deliver a high level of customer service to members of the general public;
3. Ability to maintain confidentiality, communicate effectively, flexibility in working with multiple divisions within Administrative Services

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____